

CITY OF MILLVILLE

VACANT PROPERTY REGISTRATION INSTRUCTIONS

City of Millville, 12 S. High Street, PO Box 609, Millville, NJ 08332, Attn: Inspections

REGISTRATION OF VACANT PROPERTIES CHAPTER 11, Article II-19 ordinance #35-2016

The full ordinance can be found online: <http://ecode360.com/15380594>

- A. The owner of any building that has become a vacant property, and any person maintaining or operating or collecting rent for any such building that has become vacant must within 30 days register the property with the municipality through the Bureau of Permits and Inspections.
- B. The registration form shall include the owner's name and address along with the contact information of an individual located within the State of NJ if the owner does not reside in same. The registration form shall also be accompanied with a check made out to the municipality of \$500 for the initial registration, \$1,000 for the first year registration renewal, \$1,500 for the second year registration renewal, and \$2,000 for any subsequent registration renewal and be submitted to the Bureau of Permits and Inspections at the aforementioned address.
- C. The cost of inspections for this property is included in the fee charged above.
- D. Property registration shall be renewed every 12 months. The renewal form shall be due on the anniversary month following the original registration date. Failure to register a property on a timely basis shall result in a court summons. It shall be the responsibility of the registrant to notify the Bureau in writing if there is any change in the contact information of the registrant or any change in status of the property.

FEE SCHEDULE

REGISTRATION TYPE	FEE	# OF UNITS	TOTAL
NEW	\$500	_____	_____
1 ST YR RENEWAL	\$1,000	_____	_____
2 ND YR RENEWAL	\$1,500	_____	_____
3 RD YR RENEWAL	\$2,000	_____	_____

CITY OF MILLVILLE

VACANT PROPERTY REGISTRATION FORM

Date: _____

Property

Address: _____
Block: _____ Lot: _____

Owner

Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Bank/Creditor

Name: _____
Address: _____
Address: _____
City: _____ State: _____ Zip: _____
Attn: _____
Email: _____
Telephone: _____ Ext: _____
Cell Phone: _____
Fax Number: _____

Property Maintenance Agent

Registered
Agent: _____
Contact: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Telephone: _____ Ext: _____
Cell Phone: _____
Fax Number: _____

Citations/Violations Agent

Registered
Agent: _____
Contact: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Telephone: _____ Ext: _____
Cell Phone: _____
Fax Number: _____